Committee Break-out Session
Crime Victims' Services
GCC – Grant Award Workshop
2015–2016

Crime Victims' Services
Committee

VOCA or VAWA?

Your grant award document will indicate the "Source" of funding (VOCA, VAWA or SASP)

After the award document is signed by the authorizing official and project director, and mailed back to GCC, your project file will be assigned to a grants management specialist. They will mail out an introductory letter, letting you know who to contact regarding monthly activities.

What are Federal Reports?

Federal reports are reports required by the Office on Victims of Crime (OVC) and the Office on Violence Against Women (OVW).

Your award may be funded out of any one or more of three federal funding sources:

- VOCA funds through OVC
- VAWA funds through OVW and/or
- SASP funds through OVW

Accessing Federal Reports

VOCA and VAWA Federal Reports can be accessed through GEMS.

- Click on VOCA and/or VAWA reports on the left navigation bar to open the appropriate report.

- The VOCA report is built into the GEMS system, just fill in the necessary blocks.

- The **VAWA Annual Progress Report** is fillable PDF.

  - Programs should complete the appropriate sections of the VAWA report, save the report with a new name (save as), and upload as an attachment that corresponds to the date of the report due.

Required Federal Reports for VOCA

There are TWO types of VOCA Programmatic Reports

1. State Performance Report (SPR)
2. Subgrant Award Report (SAR)

Required Federal Reports for VOCA
State Performance Report (SPR)

- A **3-month SPR** is due no later than ***October 31*** for all VOCA grants active anytime during July, August, or September.

- A **9-month SPR** is due no later than ***July 31*** for all VOCA grants active anytime during October through June of the following year.

Required Federal Reports for VOCA
State Performance Report (SPR)

- Together, the **3-month** and **9-month** complete a whole year of grant activity!

- If funded for two years, complete the **3-month** and the **9-month** reporting cycle once again for any activity that took place during those times.

- **2-year projects: complete (2) 3-month reports and (2) 9-month reports**

Required Federal Reports for VOCA
State Performance Report (SPR)

VOCA: State Performance Report (SPR)

When reporting victims served by the type of victimization, count each victim once during the current fiscal year (**July 1 – June 30**), regardless of the number of incidents.

When reporting the number of times the VOCA funded service was provided, each victim should only be counted once in each service category.

Required Federal Reports for VOCA
State Performance Report (SPR)

Victims may be counted in multiple service categories.

If your agency served 50 victims during the current fiscal year, and they each received each type of service, the max number that can be reported in each 1 of 13 service categories is 50.

Required Federal Reports for VOCA
State Performance Report (SPR)

TIPS for VOCA SPRs

SPR: The Program Implementation; A through F, is a critical summary that goes to congress! It is the one place that you are able to provide details. It is mandatory.

SPR: When counting victims by TYPE of victimization; count each victim only once, July thru June.

SPR: When counting the number of times a VOCA funded SERVICE was PROVIDED: a victim may be counted one time in each service category, July thru June.

Required Federal Reports for VOCA
Subgrant Award Report (SAR)

An **INITIAL SAR** is due **30-days** after the grant start date.

A **REVISED SAR** is due within **30-days** of grant closure. Report will include the revised federal amount and will reflect any programmatic changes made after the grant award was made (if applicable).

Required Federal Reports for VOCA
Subgrant Award Reports (SAR)

TIPS for VOCA SARs

SAR: The information in "purpose of funded project" must agree with the information provided in "These VOCA funds will primarily be used to.." on the report.

**SAR**: The dollar amounts on the form are pre-populated

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Helpful Hints for completing VOCA reports

GEMS will not allow for the submission of incomplete reports. If you receive an error message, refer back to the highlighted area and complete the report.

The next slide provides a few tips to follow……

Required Federal Reports for VOCA

All VOCA reports must be submitted through the GEMS system. Use the GEMS help link? In the right hand corner of the report page to answer report questions
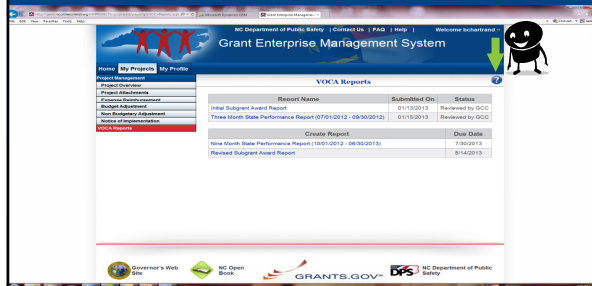
Required Federal Reports for VAWA

There is one programmatic report for VAWA-funded grants.

The **VAWA Annual Progress Report** is due *January 31st* of each calendar year.

If your grant program ends June 30th, it is due within 30 days after the end date.

Required Federal Reports for VAWA

All VAWA reports must be submitted in GEMS. Please use the helpful hints guide and tutorial found below the submission attachment to complete your report.

Be certain to upload your saved document (PDF) with live/active blocks on the form.

Scanned, faxed, hardcopies or photocopies will not be accepted. All reports are submitted electronically via GEMS.

Required Federal Reports for VAWA

Each VAWA project must have a separate report. If you've received a VAWA award for several consecutive years, provide a corresponding report for each project number.

The data submitted should describe grant funded activity that took place in the preceding calendar year.

Incomplete data or data that is inconsistent with current project (old data) will not be accepted.

Keep a copy of your VAWA report available for a minimum of 3 years to respond to questions by OVW, commonly known as "red-flag reports". These are specific questions that are asked by OVW to explain inconsistent data.

Resources found in GEMS for Completing the VAWA Annual Progress Reports

Complete Helpful Hints Guide- explains each block on the form itself

Helpful Hints Shortcut- explains common red-flags

GCC tutorial- an actual report with post-it notes throughout, to explain common areas of concern for most grantees.

University of Southern Maine, Muskie School Online Tutorial- USM is the contract university to collect the data from these reports to compile reports to congress. They have a tutorial on their website. Access: http://muskie.usm.maine.edu/vawamei/

Minimizing Red-Flag Reports by Accessing the Tutorial at USM

Access:
http://muskie.usm.maine.edu/vawamei

- Go to the top of the navigational bar
- Click on OVW grant programs
- Scroll down to STOP Formula Grant
- Program, or SASP Formula Grant Program
- Select training and follow the instructions

Required Federal Reports - SASP

The Governor's Crime Commission and the North Carolina Coalition Against Sexual Assault (NCCASA) work together to submit reports.

SASP Is Intended For Direct Services To Victims of Sexual Violence

SASP is the first Federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault.

1. Intervention 2. Advocacy 3. Accompaniment 4. Support Services for child, youth, adult and those collaterally affected by the assault/violence.

For a non-exhaustive comparison of VOCA, VAWA and SASP "Allowable & Unallowable Costs", please refer to your packet handout

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Required Federal Reports – SASP

NCCASA's Role in SASP Reporting is to...

- Provide the current report to all subrecipients
- Alert funded programs of **SASP Annual Progress Report** deadline
- Provide technical assistance to help programs complete the report
- Compile and analyze progress report data
- Forward all subrecipient reports to the SASP Administrator at GCC to complete the state's report to OVW.

Required Federal Reports - SASP

All SASP grant subrecipients will submit an annual progress report to the North Carolina Coalition Against Sexual Assault. This report will be compiled with additional information at The Governor's Crime Commission and submitted as our state's report.

The reporting period is similar to VAWA because it contains data regarding all grant-funded activity that occurred in the previous calendar year.

Each project is funded through a specific SASP award and assigned a project number. Provide a report for each project/project number.

SASP reports are due **July 31st** for programs ending in June, and **January 31st**, for grant-funded activity that occurred from July through December. The coalition will combine the data to create one annual report to submit to GCC who sends it on to OVW.

SASP Unallowable Activities

- Lobbying
- Fundraising
- Research Projects
- Physical renovations to a building; including minor renovations
- Sexual Assault forensic examination programs
- Activities focused on prevention efforts (e.g., bystander programs, healthy relationship programs, social norm campaigns
- Criminal Justice related projects including; law enforcement, prosecution, courts, and forensic interviews
- Providing domestic violence services that are unrelated to sexual violence

Helpful Hints and SASP …*This can apply to VAWA also☺*

- When completing the staff information question, find the best fit for the grant funded position.

- Report the position based on Job function not title.

- Avoid the "other" category as this will generate red-flags

- The services provided should correspond with the positions reported on the staff question.

- Carefully check FTE's or Full-Time-Equivalents.

SASP Technical Assistance/ Grant Award Workshop Call-In

Tentatively Scheduled for:

Tuesday, July 7 @ 10:00 AM &
Wednesday, July 8 @ 1:00 PM

Grantees will be notified by NCCASA and provided a call-in number.

SASP TA & Grant Award...continued

The North Carolina Coalition Against Sexual Assault will conduct training for programs regarding reporting requirements. Prior to the tentative date, check the time, date and phone number on the coalition's website at:

http://www.nccasa.net

Federal Time Tracking
General

All federally funded programs require time-activity reports for personnel who are paid through multiple sources.

If personnel are paid 100% through one funding source, no need for time tracking, however, activity must be described.

When personnel track grant-funded time, it should be documented by actual time spent on the activity not by budget amount for the activity.

VOCA/VAWA Time Tracking

OVW recommends, that states' require **a written description**, in addition to the cost allocation, to document the activity.

GCC requires VOCA & OVW subrecipients (VAWA and SASP) provide this information on cost reimbursement requests.

VOCA/VAWA Time Tracking

The Department of Justice (USDOJ), Office of the Inspector General (OIG) may inquire of any time/activity charged to any particular grant program at any time. This also extends to contracts and consultants.
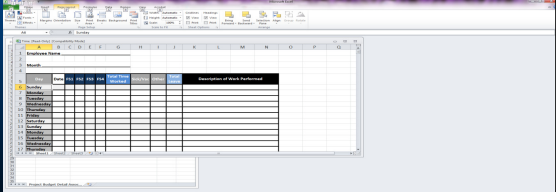
All federal subrecipients must support federally funded activity with documentation to the satisfaction of DOJ-OIG auditors, on a case by case basis.

The USDOJ Grants Financial Management Unit maintains, that grant funded activity documents, (records that account for actual time) be kept for 3-years, inline with agency records and retention guidelines.

VOCA/VAWA Time Tracking

All federally funded programs must be able to prove that their time was spent on what was reported for reimbursement.
Document, Document, Document!
Go to: **http://www.ncdps.gov**

Click on Grants Management>Forms>Time/Activity

Consequences for Failure to Submit Federal Reports

Federal programmatic reporting is a responsibility that is just one part of accepting a federal award. Penalties for failure to submit a federal report include, but are not limited to:

- *Program hold*

- *Reversion of grant funds*

- *Termination of grant*

- *Future as a high-risk grantee; possibility of additional monitoring and/or less funding*

Important Message From GCC

We want you to be successful!

North Carolina receives VOCA/VAWA/SASP funding annually to assist non-profits and government entities in their mission to assist crime victims. Receipt of this funding is contingent on the timely submission of federal reports by our agency. The Governor's Crime Commission and our sub-grantees; our customers (all of you) must partner to ensure reporting is submitted accurately and promptly. Failure to submit the required federal reports by the due date will jeopardize all VOCA/VAWA/SASP funding to North Carolina.

Contact Us For Assistance
919-733-4564

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